

## PLANNING YOUR SEARCH

|           |
|-----------|
| Question: |
|-----------|

|                            |
|----------------------------|
| <b>CONNECT WITH "ANDS"</b> |
|----------------------------|

|        | Concept #1 | Concept #2 | Concept #3 | L.C. Subject heading |
|--------|------------|------------|------------|----------------------|
| O<br>R |            |            |            |                      |
| O<br>R |            |            |            |                      |

### Databases to Search

|                               |  |
|-------------------------------|--|
| <b>Background information</b> |  |
|-------------------------------|--|

|   |  |  |
|---|--|--|
| <b>Books (Hard copy)</b>                |  |  |
| <b>Books (Electronic)</b>               |  |  |
| <b>Periodical articles (Hard copy)</b>  |  |  |
| <b>Periodical articles (Electronic)</b> |  |  |

**Instructions for completing "Planning Your Search"**

1. In the first block after the word "**Question:**", state your research topic in the form of a question.
2. In the first row of boxes under Concept #1, Concept #2 and Concept #3, write down three search terms or phrases based on your question, with the most important one under Concept #1. (In a search statement, these are terms which would be separated by AND.)
3. In the second and third row of boxes, write synonyms or related terms for each concept in row one. (In a search statement, these are terms which would be connected by OR.)
4. Under "**Databases to Search**", write down the title of a general reference book such as a general or subject encyclopedia which would provide brief background information on your topic in the row labeled "**Background Information**".
5. Look at the descriptions of each database on ***Databases at Grace University Library***. Then in the row labeled **Books (Hard copy)**, list 2 databases or indexes where you can find books on your topic at the Grace Library. Then in the row labeled **Books (electronic)**, list two databases or indexes where you can find ebooks on your topic. In the row labeled **Periodical articles (Hard copy)**, list two databases or indexes where you can locate what periodicals physically located in the Grace Library would have articles on your topic. Finally, in the row labeled **Periodical articles (Electronic)**, list two databases where you can find full text articles on your topic. (See example of a completed form in lesson one.)
6. Finally, after doing searches for your topic in ***WebCat*** (Grace's Library Catalog) or ***WorldCat***, note the subject headings for the pertinent items found in your searches, and write down two of these **Subject headings** in the column with the heading: **L.C. Subject heading**. (Note: both ***WebCat*** and ***WorldCat*** use Library of Congress subject headings.)